

**CCMF INFRASTRUCTURE GRANT APPLICATION GUIDELINES for the
 RESEARCH INSTITUTE IN ONCOLOGY AND HEMATOLOGY (RIOH)**

GENERAL

CancerCare Manitoba Foundation (CCMF) grants are to be used to support strategically important activities that fall outside the scope of funding from Manitoba Health. CCMF will provide financial support to the staff of CancerCare Manitoba (CCMB) and the Research Institute in Oncology and Hematology (RIOH).

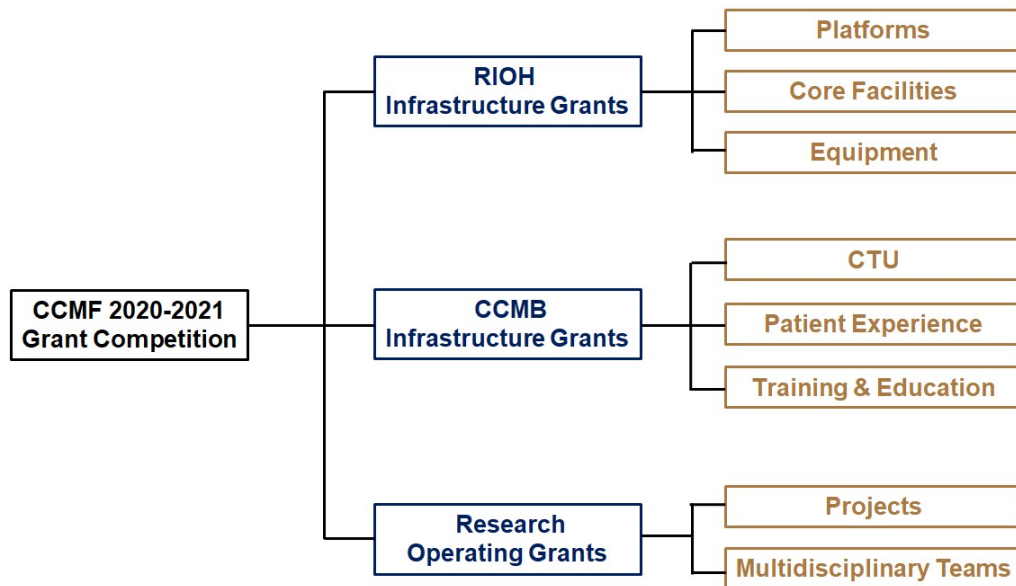
Application Forms

Applications must be completed using the appropriate 2020-2021 Grant Application Form and Template available on www.cancercare.mb.ca/Research/research-institute-at-cancercare-manitoba/funding as well as on the [CCMB intranet website](#) .

SUMMARY OF 2020-2021 CCMF GRANT APPLICATION CHANGES

Changes have been made to the CCMF grant application process and forms this year. The diagram below summarizes the *overall* CCMF grant competition structure, effective for the funding year 2020-2021.

CCMF GRANT COMPETITION STRUCTURE



CCMF RIOH INFRASTRUCTURE GRANT PROCESS

The following summarizes the major changes to the **RIOH Infrastructure Grant Process**.

RIOH Infrastructure Grants will be broken down into three categories, as follows:

- Platforms
- Core Facilities
- Equipment

Other major changes include:

- a. Letters of Intent are no longer required (please note this change applies only to the RIOH Infrastructure Grants). Instead, researchers are asked to discuss their needs with the Director of the Research Institute no later than Nov 12th, 2019. The Director in turn will submit 1 Letter of Intent representing all requests for RIOH's Infrastructure Grants.
- b. Revised application forms.
- c. Each funding category has its own specific application form and proposal template.
- d. Training and educational requests for research will now be submitted to the **CCMB Infrastructure Grant** category of "Training and Education".

CONTACT INFORMATION

Dr. Mary-Ann Lindsay, Research Officer
CancerCare Manitoba Research Office
ON4005-675 McDermot Avenue
Winnipeg, MB, R3E 0V9
Email: CCMBCCMFcompetition@cancercare.mb.ca

CCMF INFRASTRUCTURE GRANT APPLICATION GUIDELINES for the RESEARCH INSTITUTE IN ONCOLOGY AND HEMATOLOGY (RIOH)

Eligibility

Applications may only be submitted by staff members of CCMB or appointed scientists at the Research Institute in Oncology and Hematology (RIOH).

Categories of Grant

Three categories will be considered:

1. **Platforms**

Platforms provide support for critical infrastructure such as personnel, direct costs or small items of equipment (<\$10,000) essential for research at RIOH and CCMB. These include administrative staff, office supplies, general laboratory staff, direct costs, management staff, maintenance contracts, travel, and accommodation for visiting speakers. It also includes funding for clinical and translational research staff outside of the clinical trials unit and core facilities.

2. **Core Facilities**

Core facilities provide access to technologies, equipment or expertise on a fee-for-service basis. Funding for personnel, direct costs and small items of equipment (<\$10,000) can be requested. Applicants must demonstrate a need for the facility based on projected users, and develop a business model for additional income for long-term sustainability. Core facility applications are encouraged to cover all cancers as potential disease site user groups. Priority will be given to facilities that are not available elsewhere at HSC/UofM Bannatyne Campus.

3. **Equipment**

This category is designed for applicants seeking funding for stand-alone equipment to support all aspects of research at CCMB and RIOH, including core facilities. Priority will be given to applications with leveraged funding.

Review Criteria

Priority for funding will be given to applications that meet one or more of the following criteria:

1. Helps address one or more specific goals identified in the CCMB Manitoba Cancer Plan.
2. Provides essential support for resources that are not normally funded by operating grants or Manitoba Health.
3. Helps leverage further funds or reduce reliance on internal funding, including but not limited to partnership opportunities.
4. Evaluates technology, tools, data and processes in order to improve organizational effectiveness.
5. Supports research platforms and core facilities.

Application Process and Evaluation

1. Expressions of interest must be discussed with the RIOH Director by **November 12th, 2019**.
2. The RIOH Director will submit one “Letter of Intent” (LOI) prioritizing **all** requests for RIOH infrastructure funding on **November 15, 2019**, with a PDF copy to CCMBCCMFcompetition@cancercare.mb.ca.
3. The Presidents & CEOs from CCMB and CCMF together with the RIOH Director will review, prioritize and evaluate the research requests in RIOH’s LOI. Based on these discussions and decisions, the RIOH Director will send letters of invitation to the appropriate individuals instructing them to prepare and submit full applications.
4. Specific application forms and templates *for each funding category* (platforms, core facilities, equipment) are available on the CCMB intranet website. Applications must be signed by the Department Head and the RIOH Director.
5. Full Applications are due to the Research Office (CCMBCCMFcompetition@cancercare.mb.ca) on **January 17, 2020, no later than 5 PM**.
6. Where a proposed project will require new or expanded space, a detailed plan indicating how this space will be acquired and funded must be provided in the proposal form. This is in addition to the detailed budget information required for the grant application.

Applications will be evaluated by CCMB Senior Leadership, RIOH Director and CCMF President & CEO. The CCMB President & CEO will submit the final funding request to the CCMF President & CEO.

CCMF will review the request in the following order:

- CCMF Projects, Grants and Awards Committee (PGAC),
- CCMF Finance Committee, then
- CCMF Board for final approval.

The CCMF President & CEO will advise the CCMB President & CEO of the funding results.

The CCMF President & CEO will notify successful applicants in writing.

Funds will be made available on July 2, 2020.

Acknowledgements and Progress Reports

1. Applicants must acknowledge acceptance of the grant to CCMF within **30 days of notification**.
2. Applicants must submit an End of Grant Report to CCMF, on or before **August 13, 2021** or may be deemed ineligible for future funding.
3. Core facilities will be expected to provide an audit of users in the End of Grant report, and will be evaluated every year with an institute-wide survey.
4. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of the CancerCare Manitoba Foundation.
5. Posters and presentations must include the CCMF logo, available from the CCMF Director of Marketing & Communications.
6. When speaking about the project, applicants must acknowledge that funds were provided by CCMF and all gifts to the Foundation remain in Manitoba.

7. Funds are awarded on an annual basis. Funds remaining at end of “award” year must be returned to the Foundation.
8. A formal request for extension of grant funding must be submitted to the CCMF President & CEO for consideration prior to June 30, 2021.

Important Dates

November 12, 2019	Expressions of interest discussed with RIOH Director
November 15, 2019	Deadline for CCMB to receive Letter of Intent from the RIOH Director
January 17, 2020	Deadline for CCMB to receive Full Applications
July 2, 2020	Funding is made available by CCMF
August 13, 2021	End of Grant Report due to CCMF